

MINUTES
POLICE AND FIRE COMMISSION
Thursday, February 5, 2015
City Hall, Room 310
4:15 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Barbara Dorff and Nancy Schopf

MEMBERS EXCUSED: Commissioner Jim Coates

OTHERS PRESENT: Police Chief Tom Molitor, Fire Chief David Litton, HR Operations Manager Melanie Falk and HR Generalist Jen Smits

1. Roll call.

The meeting was called to order at 4:15 p.m. by President Goldhahn. Roll call was taken. Comm. Nelson had not yet arrived.

2. Approval of the minutes from the meeting of the Police and Fire Commission held December 17, 2014 and approval of the minutes from the special meetings of the Police and Fire Commission held January 21, 2015 and January 22, 2015.

Comm. Goldhahn requested a motion to approve the meeting minutes as submitted. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

3. President's Report.

No President's Report. Comm. Nelson arrived at 4:17 p.m.

4. Communications.

a. Budget Status Report

b. Budget Spreadsheet

Comm. Goldhahn commented that all of the recent charges are for the typical polygraphs, physicals, and items of that nature.

Comm. Goldhahn requested a motion to accept and place the communications on file as received. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

5. Report from the Chiefs.

Fire Chief David Litton reported on the Division Chief of Emergency Medical Services vacancy. Melissa Spielman resigned from this position in October of 2014, and the department has been actively recruiting internal candidates to fill this position. Three good candidates have shown interest in the position; however, taking the position would mean a cut in pay for them. The Division Chief position is an exempt position and the potential candidates have been earning overtime in their current positions. Chief Litton reviewed with the commission several options he was considering to address this issue including reclassifying the position, overtime compensation for special events and filling the position externally.

Chief Litton stated that any compensation change to the Emergency Medical Services Division Chief would also apply to the other Division Chief and possibly the Assistant Chief.

Chief Litton also reported that the recruit academy will begin on March 2nd with the 15 new Fire Fighters who were previously approved by the commission and 3 additional Fire Fighters to be approved. The first day of the academy will be held at Station 4. Introductions will be held at 10:00 a.m., and Chief Litton let the Commissioners know they are welcome to come.

Police Chief Tom Molitor had no report.

- 6. Review of Fire Fighter candidates. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Schopf with a second by Comm. Nelson to go into closed session. Motion carried.

A motion was made by Comm. Schopf to return to open session with a second by Comm. Dorff. Motion carried. Out of closed session Comm. Goldhahn reported 5 Fire Fighter candidate backgrounds were reviewed. Approval was given to place 4 on the hiring list in rank order, and 1 candidate tentatively on the list pending clarification on 1 of the education requirements.

- 7. Approval of Police Department Promotions.**

Comm. Goldhahn addressed the memo outlining Chief Molitor's request to promote Officer Clint Beguhn to Lieutenant and Lieutenant Keith Knoebel to Captain.

Comm. Goldhahn requested a motion to approve the promotions. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

- 8. Voluntary removal of a Patrol Officer candidate.**

Patrol Officer candidate, Michael Vandebush, asked to be removed from the recruitment process because he accepted a position with the De Pere Police Department.

Comm. Goldhahn requested a motion to remove Michael Vandebush from the candidacy pool. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

- 9. Review of a Patrol Officer candidate. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Nelson with a second by Comm. Dorff to go into closed session. Motion carried.

A motion was made by Comm. Dorff to return to open session with a second by Comm. Schopf. Motion carried. Out of closed session Comm. Goldhahn reported 4 Patrol Officer candidate backgrounds were reviewed. Approval was given to hire 2, 1 candidate was rejected, and 1 candidate's voluntary removal was accepted.

Chief Molitor asked if there would be any rank order assigned on the approved candidates.

Comm. Goldhahn requested a motion to go back into closed session. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried

A motion was made by Comm. Dorff to return to open session with a second by Comm. Schopf. Motion carried. Out of closed session Comm. Goldhahn reported the 2 candidates approved for hire were ranked.

10. Bills.

- a. Tyre & Childs Invoice 1187 \$495.00
- b. Tyre & Childs Invoice 1190 \$990.00
- c. Prevea Invoice 93574 \$432.50
- d. Prevea Invoice 93291 \$70.00
- e. Personnel Evaluation, Inc. Invoice 12194 \$750.00

Comm. Goldhahn requested a motion to approve the bills. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

11. Set date of next meeting.

The next meeting will be held on Thursday, March 5, 2015, at 4:15 p.m. in Room 310.

12. Patrol Officer Interviews. Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Nelson with a second by Comm. Schopf to go into closed session. Motion carried.

A motion was made by Comm. Schopf to return to open session with a second by Comm. Nelson. Motion carried. Out of closed session Comm. Goldhahn reported the Commission had conducted interviews with 4 Patrol Officer candidates.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Schopf, second by Comm. Nelson. Motion carried.

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Lindsay Kiesow, Recording Secretary

APPROVED: _____
Rod Goldhahn, President